

Statutory Delineation of Responsibilities on State Contracts Administered by Government Support Services

Government Support Services Responsibilities

The Contracting Section shall have the following responsibilities for central contracts:

- Assembling the bid specification package;
- Conducting the advertising, bidding and awarding of each contract;
- Resolving disagreements between vendors and agencies; and
- Assuring that vendors and products meet the requirements of awarded contracts.

Responsibilities can be found at 29 Delaware Code, §6911B, Authority and Responsibilities

Agency Responsibilities

Each agency that participates in a central contract shall have the following responsibilities for the material or service purchased under that contract:

- Providing and approving commodity specifications;
- Participating in user groups by requiring that appropriate covered agency staff attend user group meetings.
- Providing information concerning contract effectiveness to the Section

Responsibilities can be found at 29 Delaware Code, §6911C, Authority and Responsibilities

Agency Responsibilities – User Group

A user group shall perform at least the following functions for the material or service or group of material and/or services to be purchased by a central contract:

- Make recommendations on the contents of the contract;
- Rate vendors, materials and/or services;
- Rate the effectiveness of the contract; and

Responsibilities can be found at 29 Delaware Code, §6912, Covered Agency User Groups
Definitions can be found at 29 Delaware Code §6902

User Group Meeting Process:

The Contract Officer will Chair the user group meeting when it has been decided by the user group that a meeting is necessary. If no meeting is deemed necessary, the Contract Officer will utilize other means of communication with the user group i.e. electronic mail, teleconferencing to assemble the pertinent contract information.

- Each user group member will have an opportunity to express ideas and opinions during the meeting(s). Each and every idea and opinion will be considered equally by the group with mutual respect displayed to all user group members. Members may be required to prioritize issues brought forward by user group members after consideration by the group as a whole.
- The review of the contracting process will include but not be limited to: drafting of the specifications, incumbent (if applicable) performance, Quality of goods and service. Any disagreements within the user group will be addressed by the Contract Officer with the Contract Officer being the final decision maker. The standard that will be used is "best interests of the State". Any appeals of a Contract Officers decision in this situation will be brought to the Director of Government Support Services through the Contract Administrator.
- The Evaluation committee will be comprised of members of the user group with the Contract Officer requesting volunteers to evaluate the proposals. The Evaluation committee members will follow the instructions as supplied by the Contract Officer. See attached memo's "Contract User Group Participation and Evaluation Guidelines".

EVALUATION GUIDANCE

A. Your evaluation package contains the following:

1. A copy of each vendor proposal
2. A score sheet

If you need a copy of the RFP it can be downloaded from:

“ **INSERT LINK TO RFP** “

B. **Steps:**

1. Review Request for Proposal and contract requirements/specifications, along with any applicable addendums.
2. Review each vendor proposal to determine whether the vendor meets the minimum requirements based on the specifications.
3. Score each proposal using evaluation criteria elements. Do not score the pricing element.
4. Only one committee member should be designated to check references in addition to the other scoring elements. The committee will decide who that person will be.
5. Comments are required for all scores. Example: you gave the vendor eight (8) points out of (10) points for an element, state why you took two (2) points away. Be straight forward in your comments. If the proposal fails to address an element completely that is contained in the criteria, then zero points might be appropriate. If the proposal fails to address any portion of a single element, then you might want to deduct points for that sub-element.
6. Each member of the evaluation committee **MUST** score the proposals independently, not as a group.
7. This information is to be considered confidential.
8. All evaluation sheets cannot be typed and **MUST** be signed by the evaluator.
9. Your completed evaluations are due back by _____. The tentative timelines from receipt of all evaluations from committee members to Best & Final offers and contract award is estimated to take seven work days.

Thank you,

Memorandum

To:

From: Dean Stotler, MPA, MHRM
Director
Government Support Services

Date:

SUBJECT: **Contract User Group Committee Participation**

You have been selected by your agency to participate as a User Group Committee Member for Contract Number _____, _____, in accordance with Title 29, Chapter 6912 of the Delaware Code.

Thank you for accepting this responsibility to assist in conducting a fair and equitable evaluation of the proposals. Your participation will help ensure that the vendor selected for an award will provide optimum contract performance. As a committee member, your responsibilities are as follows:

- Make recommendations on the contents of the contract;
- Rate vendors, materials and/or services;
- Rate the effectiveness of the contract;
- Qualify a material and/or service.

The attached evaluation guidance will assist you in completing this task. Your completed score sheet, along with attached comments, is due back to the appropriate contract officer by _____. **Failure to respond to the designated timeline may result in your score not being considered in the evaluation of this contract.** You may return your completed evaluation to the appropriate contract officer by mail, fax or email.

Please contact the contract officer at 302-857-_____ or e-mail at _____ if you have any questions regarding the evaluation procedures. Thank you again for taking part in this important process.